

*Minneapolis Neighborhood Revitalization Program  
Policy Board Policy Adopted March 21, 2013*

## **Preparation and Processing of Neighborhood Priority Plans Policy**

### **Background**

Commencing in July 2012, the Community Participation Program (CPP) will be implemented in accordance with section 419.56 of the City of Minneapolis NRP ordinance. The purposes, principles and required elements of the neighborhood revitalization program law will apply to the CPP. CPP funds may be expended for (1) participation strategies in approved CPP submissions, including neighborhood events the purpose of which is directly related to engaging residents in community participation activities, and (2) for neighborhood revitalization purposes under approved neighborhood action plans and neighborhood priority plans, including related administrative costs.

The Community Participation Plan is the neighborhood organization's agreement with the City of Minneapolis detailing how the community will be represented in the plan development and approval process. The neighborhood's CPP allocation may be used either for implementation of the Community Participation Plan, or for implementation of projects developed to address approved Neighborhood Priorities. The Community Participation Plan is approved by the NCR Director as identified in the CPP Guidelines.

A Neighborhood Priority Plan (NPP) defines the major issues and opportunities facing a neighborhood as identified by the community, and that are identified by neighborhood organization as a major focus for its work. It should be a blueprint for changing a neighborhood and making it a better place to live, work, learn and play. Establishing the priorities contained in the NPP requires the involvement of the broadest possible spectrum of residents and other community interests. Neighborhood Priority Plans are identified by the process detailed below.

### **Process for Developing and Approving Neighborhood Priority Plans**

#### **Process Goals**

Improved coordination and collaboration between neighborhood and department/agency activities is one of the goals of the NCR. Timely involvement with neighborhood priority development can help neighborhoods and jurisdiction staff to identify:

- Opportunities for coordination with existing public or private sector plans, programs or activities
- Potential conflicts with existing public or private sector programs, plans and policies

- Opportunities to share or reduce costs, and to identify additional sources of financing or institutional partners to support implementation of Neighborhood Priority Plans
- Opportunities to align the capital and operating budgets of the jurisdictions with the priorities and initiatives identified in Neighborhood Action Plans
- Alternative solutions or strategies to help address neighborhood priorities
- Opportunities to coordinate the scheduling of public or private-sector activities with related Neighborhood Action Plan activities

To maximize the potential benefits that can result from the participation of government staff, the NRP Policy Board establishes the following process and expectations for the Preparation and Processing of Neighborhood Plans.

### **When a Neighborhood Begins Preparing a Neighborhood Priority Plan**

Neighborhood Priority Plans should be developed and adopted through a thorough neighborhood participation process. When first developing a draft neighborhood priority plan, the neighborhood organization should contact their NCR Neighborhood Support Specialist to discuss the process the neighborhood will use to develop and approve the plan. The neighborhood should identify how it has involved, or will involve, the community in developing and approving the plan. During the plan approval process, the neighborhood will be asked to (1) describe the community process they followed to develop the priorities, (2) discuss how they involved under-represented communities, and (3) provide background on their neighborhood's priorities.

### **When the Neighborhood has identified its priorities**

After the neighborhood has initially identified priorities that will comprise their Neighborhood Plan, the neighborhood organization should forward these draft priorities to their Neighborhood Support Specialist. NCR will get the relevant departments, ~~or~~ agencies, and relevant Neighborhood and Community Engagement Commission Commissioners, especially potential partners, involved to share with the neighborhood the issue(s) being explored or addressed, the options being considered and the possible resources that will be made available. The purposes will be to:

- **Inform jurisdiction staff of the neighborhood's priorities and their preferred outcomes.**
- **Obtain the reaction of and feedback from jurisdiction professionals to the ideas being considered by the neighborhood.** (e.g.: What is currently being done with regards to this issue? How will the proposed options fit with other efforts to address the issue that are already being implemented or tried? Are there potential partners for the neighborhood that the neighborhood may not have considered? What results were achieved by similar past efforts and what lessons can be learned from that prior experience? What other

resources could be available to help implement the options being explored by the neighborhood and how can they be accessed?)

- **Provide feedback to jurisdiction staff on neighborhood perception of jurisdictional initiatives to address neighborhood priorities.** (e.g.: How effective have the present initiatives been? What adjustments to existing programs/projects are needed to make them more responsive to neighborhood concerns and more effective? Will new proposals address the perceived need and, if not, can they be modified?)
- **Develop points of contact and interpersonal relationships that can be used to continue to communicate and inform as the planning process proceeds and strategies are finalized.**

Any specific comments or concerns from jurisdictional staff should be received within ~~15~~30 ~~working-calendar~~ days of the date the Neighborhood Plan is distributed and should include a contact person with whom NCR and the neighborhood can work to resolve issues raised. It is the responsibility of the jurisdiction, department or agency to ensure that its comments are submitted in a timely fashion.

NCR will discuss by email, phone, or meeting any comments received with the commenting jurisdiction to ensure understanding of the concern being raised or the comment being made and discuss the concern or comment with the neighborhood. If a meeting would be helpful, NCR will arrange and facilitate the meeting between the neighborhood and jurisdiction representatives. If these discussions produce a mutually agreeable resolution, any changes needed in the draft Neighborhood Plan will be incorporated before it is presented to the Policy Board. If the issues or concerns are not resolved, the NCR Director will attach, with his letter of transmittal, the unresolved concerns received from the department or agency and the response of the neighborhood.

### **Neighborhood Approval of Priorities**

Neighborhood priorities should be approved following 21 day notice to the community as a whole, and demonstrate broad community support in a manner consistent with the NRP policy on Changing Approved Action Plans.

### **After the Final Neighborhood Plan Is Written**

The neighborhood organization will submit the Neighborhood Plan approved by the neighborhood to NCR for its review and review by the City Attorney's Office. NCR will give notice of the date of the Policy Board meeting at which the Neighborhood Plan will be considered and distribute the plan, for any final comments, concerns or recommendations, to:

- City Council Member for the Ward(s) of the Neighborhood
- Minneapolis City Coordinator
- Superintendent of Parks
- Superintendent of Schools

- Hennepin County Administrator
- Minneapolis Chief of Police
- Director Minneapolis Public Works Department
- Director Minneapolis Community Planning and Economic Development Department
- Director Minneapolis Regulatory Services
- Relevant Neighborhood and Community Engagement Commission Commissioners

NCR will also solicit review and comments from those staff involved earlier in the process.

If the priorities identified in a Neighborhood Plan are multi-jurisdictional in nature, or complex in their possible solutions, NCR may convene a meeting of the appropriate staff to discuss the issues raised by the Neighborhood Plan.

In all cases, revisions or comments to be attached must be submitted to the NCR Director one week prior to the date of the Policy Board meeting at which the Neighborhood Plan will be considered so that the NCR Director can prepare a transmittal letter to the Policy Board and coordinate the presentation of the Neighborhood Plan for review and approval.

### **Approval of Plans**

Neighborhood priorities may either be new priorities identified as part of a CPP based planning process, or strategies previously identified in a neighborhood's NRP Phase II Action Plan.

- Priorities based on a goal, objective or strategy in a previously approved Phase II Action Plan can be approved following the NRP Policy on Changing Approved Neighborhood Action Plans, and may be approved either by the NCR Director, the NRP Policy Board, and the City Council as required in that policy. Phase I or Phase II funds may be reallocated to the new priority developed through this process.
- New priorities not identified in a previously approved Phase II Action Plan must be approved by the NRP Policy Board and the City Council prior to implementation.

### **Presentation to the NRP Policy Board**

During presentation to the Policy Board, the neighborhood organization should be prepared to discuss its community engagement process, neighborhood approval process, and background on the priorities.

During referral to the City Council, the NCR should provide detail on how city departments were informed and responded to the neighborhood priorities, including a description of:

- City department response to feasibility and options
- How the neighborhood can utilize existing city services
- What role the neighborhood organization may be expected to play (implementer, partner, fundraising, support, community outreach, etc.)
- Implementation options, including possible timelines and costs, such as:
  - Neighborhood organization implements
  - Contracts
  - MoU
  - Department business plans and budgets

- CLIC recommendations
- Other opportunities
- Defer to future date